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Summer Food Service Program for Children

United States
Department of
Agriculture

Food and
Nutrition
Service

Program Aid
No. 1179

Site Supervisor's
Guide

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Introduction

Every well run system uses the same key ingredients: Lots of dedication, time, and know-how.

A smoothly running site for the Summer Food Service Program for Children—the kind that is organized and well supervised and always serves fresh, well-balanced meals for kids, come rain or shine—is something that every sponsor is hoping to achieve.

As a site supervisor, *you* are in the driver's seat, the most important place of all. It is your job to see that your site has a summer that is fun for the kids and workers alike. You are the one who must alert the sponsor when something is wrong with the meals which are delivered or prepared, when not enough food is available, or when there is too much food and too few kids.

As site supervisor, you will be working along with your sponsor, under the program guidelines, to offer a good meal service for children.

The first day

The first day is a very important day. It is when you introduce the children to the summer meal service. Before mealtime on the first day of your program, take time to talk with the children about the food service.

Discuss the following important points:

- Only children 18 years of age and younger or handicapped people who attend a special school for the handicapped can be served meals.
- The times and way the meals will be served, including plans for days when the weather is bad.
- Meals must be eaten at the site.
- Signs posted around the site will help the children and neighborhood adults remember the rules.



What you can expect from your sponsor

The cooperation between you and your sponsor is one of the most important factors which will help to make the food program enjoyable and successful. A cooperative spirit between your sponsor and you means that everyone, especially the kids, benefit.

In order to have a good relationship with the sponsor, it is important to know what responsibilities are yours, and which are the sponsor's. It is only through working together that the summer program can be a success.

- Your sponsor should take care of all the bills and paperwork that have to do with running the program. (This does not include keeping records of meals served at your site.)
- Your sponsor must provide you with a training session which you must attend before your site begins its summer food service. Training should cover information about:
 - Types of meals your site will serve.
 - Times meals are delivered and times meals are served.
 - Trash removal service.
 - Daily report sheets about your site's food service.
 - People to call about problems and when to call them.
 - Money collection for adult staff meals.

- Local health and sanitation standards.
- Your sponsor will discuss what you should do with meals left over. The sponsor should know that each child receives only one meal at each mealtime. You and the sponsor should work to see that this happens so food is not wasted.
- Your sponsor will give you a daily meal record sheet. You need to complete it and return it to the sponsor's office. Your sponsor will only be paid for the meals served to children *based on your daily records*. The sponsor should explain how to do this.
- Your sponsor will send monitors to visit your site often. They will help you with day-to-day problems and answer questions you may have. They will fill out review forms and discuss them with you. You should write down any unusual problems you were having that day. Examples of questions you can expect them to ask you are:
 - Are all of the children eating at the site?
 - Are adults from the community who don't work with the program being fed?
 - Are complete meals being served to the children, or are the meals served in parts?
 - Do the meals meet the meal patterns contained at the end of this booklet?
 - Are meals served only during the time assigned to you?

- What is done with meals left over?
- Where do you serve the children their meals when the weather is bad?
- Are you filling out your records completely every day?
- If the meals are delivered by a food company, are you counting meals before the delivery receipt is signed and checking for spoilage, missing components, and portions which are too small?
- Are the number of meals ordered or prepared changed depending on the number of children who come to the site?
- Your sponsor will take care of any complaints you have about delivery time or meal quality.
- Your sponsor will talk to the company which provides the food if there are problems with the delivery of the meals or changes in the number of meals.

These are the things that your sponsor must do for you. If your sponsor is not providing you with the attention or assistance you feel you need, let the sponsor know. Your sponsor cannot help you if you don't ask for help.

Remember that you are the one in the driver's seat, and that lots of kids are depending on you for the nutritious, well-balanced meals that they ordinarily might not get.

What your sponsor expects from you

- Make sure the meals served meet the meal pattern requirements if the meals are prepared at your site. If the meals are delivered by a food company, make sure you contact your sponsor when meals do not meet the patterns listed in this booklet.
- Order from your sponsor or prepare at your site only the number of meals you need.
- Serve meals only during the meal times assigned to you by your sponsor.
- Count the number of meals delivered and sign only for that number of meals.
- Serve one complete meal to each child.
- Be sure that all meals are eaten at the site.
- Serve meals only to children 18 years of age or younger, or people of all ages who are physically or mentally handicapped and participate in special school programs for the handicapped.
- Count and write down on the recordkeeping form the number of breakfasts, lunches, snacks, and suppers served every day.
- Contact your sponsor immediately if you receive spoiled or incomplete meals so that he, in turn, can alert the food company.

- Be careful! Never serve spoiled food to children.
- Contact your sponsor to change the number of meals delivered if meals are left over or there aren't enough at the end of the meal period.
- Write the time of delivery on the receipt. If everything has been delivered correctly, sign the receipt. If the delivery is NOT correct, you should not sign the receipt without clearly writing on the receipt the problems with your site's delivery. You should then notify your sponsor of the problems you had that day.
- Keep a copy of the delivery receipt with your daily report. Your sponsor will let you know how these receipts will be collected or mailed to the office.
- Know the following Federal regulations:
 - Food companies must deliver each meal in a single package or unit. Only milk can be delivered separately.
 - Meals must be delivered within 1 hour of serving time if your site does not have a refrigerator or adequate storage facilities.
 - There must be at least 3 hours between the beginning of one meal service and the beginning of another (breakfast, lunch, snacks, and supper). If you do not serve a snack between lunch and supper,

there must be at least 4 hours between lunch and supper.

- Lunch and supper service cannot last more than 2 hours. Breakfast and snack service cannot last more than 1 hour.
- None of these time restrictions apply to camps.

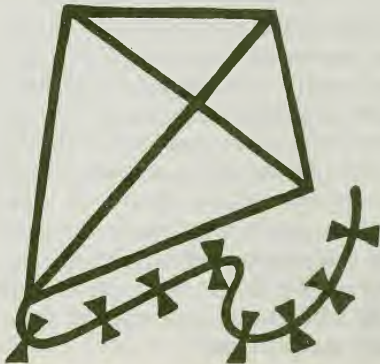
Things to try

- Plan the staff members' time to let them sit with the children while they eat.
- Encourage children to try new foods and like the foods their bodies need.
- Organize your activities so that the children can be fed in an organized manner at meal-time.

Official visitors

From time to time you may have official visitors who will want to talk with you about the food service at your site. You should keep a written record of these visits for reference purposes. In addition to the monitors from your sponsor's office, you should expect to see someone from the local health department. State and Federal personnel who administer the Summer Food Service Program for Children will also be performing reviews of the program. All of these people will want to work with you and your sponsor to help make your food service better.

Remember, these officials will note any problems they observe. Because your sponsor may not be paid for meals that you do not serve in accordance with program regulations, you must make sure all requirements are met and problems are corrected immediately. If you are given a violation notice from a monitor or health department representative, take immediate steps to correct the violation and inform your sponsor.



Questions & Answers

1. What should I do if my meals are not delivered?

Call your sponsor immediately and explain that you did not receive your meals. The sponsor will notify the vendor.

2. What should I do if meals are delivered late?

First, discuss the problem with the driver. If the problem continues, call your sponsor and make a note of the problem on the delivery receipt.

3. May I serve meals to adults who are working with the food program?

Your sponsor will give you instructions regarding adult staff meals.

4. May I serve meals to adults in the community?

This program is primarily for children. Only handicapped adults enrolled in special school programs may participate. You should post signs at the site so adults understand that the program is not for them. You may want to check on feeding programs in your area which serve adults and senior citizens so you can refer them to the appropriate place.

5. What should be done if adults demand meals?

Call your sponsor immediately. The sponsor will probably send someone to the site to deal

with the problem.

6. What if the food is spoiled?

If you realize that any part of the meals are spoiled before you have signed for them, refuse to accept them. If you do not realize there is a problem until you are serving the food, immediately stop the meal service and call back all meals. This can be a very dangerous situation, so do not serve any part of the meal. Call the sponsor immediately. The sponsor will notify the vendor and someone will come to pick up the spoiled meals. This applies even if only one component in the meal is spoiled.

7. May I serve seconds?

No, you should not plan to serve seconds. The general rule to follow is "one meal per child." However, sometimes, even with good planning, you will have extra meals left. Then, and only then, should you serve complete second meals. Always indicate on your daily report how many seconds you serve. Contact your sponsor to adjust your meal order if you are receiving too many meals.

8. What should I do if the children do not want to eat at the site?

Explain to the children that if they do not eat at the site, the feeding program may be discontinued. With good supervision and control, you should not have problems keeping the children at the site. If you feel the situation is

out of control, call your sponsor. The sponsor will be able to help you.

Remember

You are responsible for signing a daily records account for all categories of meals served. They are the sole basis for reporting the number of meals served. They are also the only basis for payment to your sponsor.

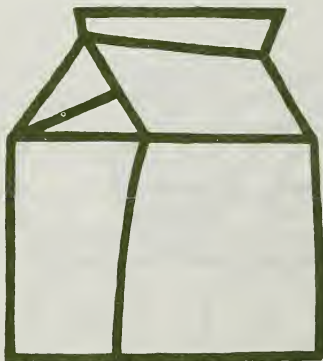


Meal Patterns

It is your responsibility to make sure that the meals served meet the meal pattern requirements listed on this page and the following page. Study the patterns of the meals to be served at your site and learn to recognize deficiencies. Record deficiencies on the delivery receipt before you sign it, and notify your sponsor as soon as possible.

BREAKFAST

Milk (fluid)	1 cup
Juice (fruit or vegetable) or Fruit or Vegetable	1/2 cup
Bread or Cereal	1 slice 3/4 cup or 1 ounce ¹



SNACKS

(Supplemental food)

choose two of the four components

Milk (fluid)	1 cup
Meat or Meat Alternate	1 ounce
Juice (fruit or vegetable) or Vegetable or Fruit	6 ounces 3/4 cup
Bread or Cereal	1 slice 3/4 cup or 1 ounce ¹

LUNCH or SUPPER

Milk (fluid)	1 cup
Meat or Poultry or Fish or Cheese or Eggs or	2 ounces 1
Dry beans (cooked) or peas or Peanut butter	1/2 cup 4 tablespoons
Fruits or Vegetables (2 or more)	3/4 cup ²
Bread	1 slice

1. whichever is less

2. vegetable or fruit juice not more than 1/4 cup

Rules for acceptance and participation in this program are the same for all, without regard to race, color, handicap, or national origin.

Site Supervisor's Name

Sponsor's Name

Sponsor's Representative

Sponsor's Address

Sponsor's Phone Number
